

DEPARTMENT: NIAGARA COUNTY MENTAL HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 6, 2017

SUPERVISING COMMUNITY MENTAL HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising mental health nursing activities and participating in clinic-wide planning and integrated-care policy and procedure formation. The work varies according to assignment, however in general, the incumbent schedules, assigns, reviews and evaluates nursing activities, reviews documentation, attends case conferences, interprets federal, state and local mental health rules and regulations, and participates in a variety of planning and/or policy meetings. The incumbent is involved in planning and policy development and Continuous Quality Improvement (CQI) oversight. The work is performed under the general supervision of a higher-level mental health administrator with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate nursing and other professional personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Coordinates intake assessment of individuals requesting services;
2. Supervises mental health nurses activities by scheduling, assigning, reviewing and evaluating direct nursing care, and reviewing and evaluating patient care documentation for completeness and accuracy;
3. Meets with staff to interpret federal, state and local laws and/or disseminate new or changed policies and procedures related to mental health nursing;
4. Provides training for professional and paraprofessional employees on a regular basis;
5. Discusses difficult cases with nurses and provides consultation including recommending appropriate courses of action and setting up care plans;
6. Participates in crisis interventions, including on-call rotation;
7. Reviews case records to assure compliance with state laws and mandates, and agency policy;
8. Oversees the inventory and storage of pharmaceutical supplies;
9. Maintains cooperative relationships with other county service units and various community service agencies to provide and facilitate information sharing;
10. Performs all duties of an RN - Mental Health including direct care services in clinics or various other locations in the community;
11. Creates and maintains a variety of records and reports.
12. Coordinates with primary care physicians and specialists regarding patient needs;
13. Participates in CQI processes.
14. Carries a partial client caseload.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern mental health nursing and clinical practices; thorough knowledge of medical/nursing terminology and equipment; good knowledge of federal, state and local laws, rules and regulations related to mental health nursing; good knowledge of the organization of community service agencies and facilities; working knowledge of principles and practices related to planning and specific skill in developing policies and procedures for health care providers; skill in the application of current nursing procedures and techniques of patient care; ability to plan and supervise the work of others; ability to plan and coordinate nursing care for individuals, family and groups, oversee health care personnel assigned to assist with this care and evaluate the effectiveness of such programs; ability to understand and interpret complex oral instructions and/or written directions; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to understand and empathize with the needs and concerns of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in nursing **AND** four (4) years of full-time paid experience As a Registered Nurse, one (1) year of which must have been in a supervisory or program development/oversight capacity **AND** one (1) year of paid experience in a supervised mental hygiene program such as mental health, developmental disabilities, alcohol or substance abuse related services, aging services working with Alzheimer's and dementia, or hospice type services working with depression and grief.

SPECIAL REQUIREMENTS:

1. License and current registration to practice as a Registered Professional Nurse in New York State.
2. Possession of a valid New York State Drivers' License at time of appointment and for the duration of employment.